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DIARY NOTES

DD/S

26 February 1968

1. PRA Review Group: [REDACTED] is setting up a study by a review group of the allocation of PRA and for this purpose the group is going to [REDACTED] today to meet in full session. John Clarke in several instances raised the question of having a DD/P representative present but after consulting with [REDACTED] I insisted that it be a PPB/Logistics group so that they can settle in principle the policy and procedural issues involved and then take up the problems with DD/P once a position had been established.

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3. Office Space for Legislative Counsel: [REDACTED] appealed the space allocation on Corridor 2-F for the Legislative Counsel staff and asked if he could be located on the sixth floor. This matter was carefully checked with Logistics Services and no other space was available. I informed Mr. [REDACTED] today that there was no other space and he would have to take the 2-F space. To this he agreed and I asked Mr. [REDACTED] to contact him to ensure that the space is properly set up.

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4. FE--PRA Allotment: I called [REDACTED] to advise that in consideration of the FE shortage of funds a real problem existed in over-obligation of PRA and I was asking that [REDACTED] get in touch with Mr. [REDACTED] to endeavor to sort this out the latter part of the week of February 26. Mr. [REDACTED] agreed and I so advised [REDACTED] of Logistics to follow through.

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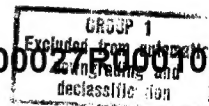
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* 5. [REDACTED] I met today with [REDACTED] who is leaving on 4 March [REDACTED]. He indicated some concern that in his FRQ, he will have to designate the DD/S Career Service with which he wants to be

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*Extract to Mr. [REDACTED]

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affiliated. He indicated he may have misunderstood the guidance but this is the essence of his understanding. I told him to simply indicate on his FRQ, if he has not made up his mind, that he has had no direct experience with any DD/S office and he would like to reserve judgment until he returns to Headquarters at which time this can be settled by discussion with the appropriate elements. He was relieved of concern on this aspect.

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6. [REDACTED]: Today I asked Mr. [REDACTED] whether the DDCI had made any effort to arrange a replacement so that Mr. [REDACTED] could be assigned to the DD/S staff and/or to the Office of Finance. Mr. [REDACTED] advised that no action has been taken but he will remind the DDCI when he returns from leave at the beginning of next week.

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JULY	AUG	SEP	OCT	NOV	DEC
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LAST MONTH	1968 FEBRUARY 1968	NEXT MONTH
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Sat. - Sun. **24-25** February

A.M. Saturday Duty - Mr. [REDACTED] P.M.

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MEMORANDA

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DIARY NOTES

DD/S

23 February 1968

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* 2. Meeting with the Executive Director: The DD/P, DD/I, IG, ADD/S&T, Director of Personnel and the DD/S met with the Executive Director to consider the following topics:

- a. The awarding and wearing of lapel buttons for honor awards. The group agreed that retirees could be granted and could wear lapel buttons for such awards. The group disapproved the wearing of lapel buttons by employees.
- b. Dates of employment on retirement emblems. The group agreed that retirement emblems should carry the dates of employment even though preparation of and eventual delivery of the emblem to a retiree may be somewhat delayed.
- c. Fitness reports--show or no show to employees. The group agreed that fitness reports should be shown to employees.

Additionally out of the meeting several questions were posed as follows which are worthy of further consideration:

- a. Should the employee see the reviewing officer's comment if such comment is unfavorable or if it is at variance with the rater's comments.
- b. Should the rating officer be required to inform the Office of Personnel (privileged file) of any unfavorable information that cannot properly be put in the fitness report. (This is information that obviously and hopefully the supervisor has already discussed with the employee.)
- c. Should there be more training for supervisors in the Agency.
- d. Should there be a formal employee consultation between the supervisor and the employee.

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3. Meeting with Mr. Wattles: Mr. Coffey and DD/S met with Mr. Wattles to discuss several problems as follows:

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a. [REDACTED] advised that [REDACTED] is doing a good job on the Co-op Program but this has now been developed where it can be taken over by the Placement Division staff. Further [REDACTED] is not doing work at the GS-17 level and the question exists as to what next to do with him. I asked Wattles to interview [REDACTED] on the basis of the above and ask him what his plans were for the future and did he have any interest in retirement. Wattles will report the results of his meeting.

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b. [REDACTED] will not have 12 years of service until August 1969, however, he will be 65 years old in July of this year. I suggested Mr. Wattles give him an extension in service to August 1969.

c. Personnel Forecasts--Wattles estimated DD/S would be 6 over ceiling by 30 June if we took on board no additional clericals from the IAS Pool. He pointed out that 25 clerical vacancies exist. I advised I will make a decision as to what the input will be for the rest of the fiscal year.

d. Wattles indicated that DD/P is 24 under ceiling and they have indicated that 45 Career Trainees will be kept on the Career Trainee rolls and not be brought into DD/P in the remainder of this fiscal year. I indicated I did not know this to be the case but we would check as to whether this was an approved arrangement. It appears there may be some misunderstanding as to a reported agreement reached on the matter between the DD/P and the Executive Director.

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21 22 23 24 25 26 27	18 19 20 21 22 23 24	17 18 19 20 21 22 23
28 29 30 31	25 26 27 28 29	24 25 26 27 28 29 30 31

Thursday

22

February

A.M. HOLIDAY

P.M.

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MEMORANDA

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DIARY NOTES

DD/S

21 February 1968

1. Lenten Religious Services: Personnel reported belatedly that they were having difficulty getting Protestant ministers for Lenten services because the McLean group declined to officiate at Agency services. Ash Wednesday and Good Friday are covered and the Executive Director agreed that we would advertise only these two dates and not the regular weekly service. Next year Personnel should endeavor to make advance commitments with a selected group of ministers from the metropolitan area and not have a similar situation develop again.



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Service identifying it as a CIA test. The remainder of the test containing the personality and individual characteristic test items would be administered at Headquarters when the individual is called in for preliminary testing purposes. We should have a proposal on this within the next several days.

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3. [REDACTED] Today the Executive Director raised the matter of making an appointment with the DDCI on behalf of [REDACTED] on the premise, as claimed by [REDACTED], that he was a friend of the DDCI. It was simply a matter of judgment as to how this was to be handled, however, it did appear that we were giving credence to [REDACTED]'s claim which was not deserved.

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DIARY NOTES

DD/S

20 February 1968

1. Walter W. Lange, Chief, U. S. Park Police: Mr. Lange called me today in response to my letter of 10 February concerning the traffic problems on the George Washington Memorial Parkway approach to the Agency entrance. It was agreed that we would meet at that gate to review our traffic proposals. We did so at 2:30 p.m. along with Messrs. Osborn, [REDACTED] and reached an agreement as to the marking of the roads, the placing of the traffic pylons and the making of highway signs to direct the traffic flow. The timing for putting this program into effect will be set after the Park Police have produced the necessary traffic signs. Presumably this will be the first part of next week. I advised that we would buy the traffic pylons, provide a storage place on our grounds and our guards would place them in position each morning. I also indicated I would issue an announcement to all employees on the new traffic arrangement prior to putting it into effect. I asked Mr. [REDACTED] to have such a notice prepared in draft for issuance to all employees.

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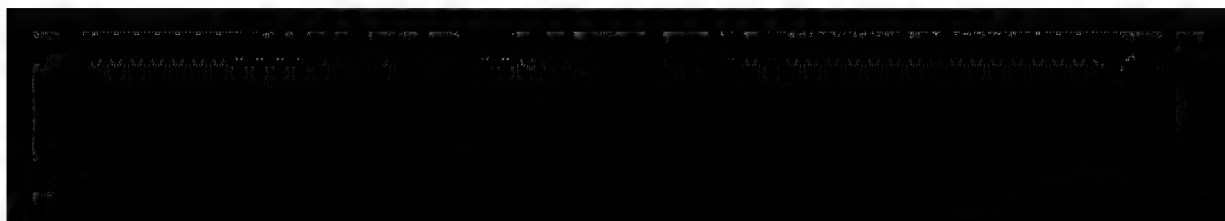
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2. Closing Out of JMWAVE: At the DD/S Staff Meeting there were a number of comments concerning aspects of the closeout of JMWAVE and disposition of its assets. It was felt that this should be coordinated so that DD/S assets can be brought to bear on the problem and not fragmented through individual feelings. Accordingly I asked Mr. [REDACTED] to arrange for some basic information as to the closeout of JMWAVE and a meeting later for the coordination of this effort.

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3. "Grid" Comments on Management: At the DD/S Staff Meeting [REDACTED], OTR gave a report on the comments on Agency management stemming from the critiques and comments by those taking the "Grid" course. I asked that he write these up for my consideration and for forwarding to the Executive Director. It was also suggested that he include in his comments those favorable comments that might have developed in the same context.

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B .
JMO

DIARY NOTES

DD/S

19 February 1968

1. Draft Bill "To Amend the Immigration and Nationality Act": Today I met with the Executive Director, DD/P, [REDACTED] to discuss the 7 February 1968 letter submitted by the Legislative Counsel to the Bureau of the Budget pertaining to the Agency position on this proposed legislation. After some discussion it was agreed that the Agency had overstated its case and we should withdraw our memorandum. Action to this effect was left with Mr. [REDACTED]. The statement that increased costs would accrue to the Agency was purely speculative and there was no basis in fact for making this statement.

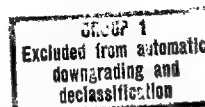
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Sat. - Sun. **17-18** February

A.M. Saturday Duty -

P.M.

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Wednesday **14** February

A.M.

P.M.

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MEMORANDA

*Excom - Mr. Coffey

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Thursday

15

February

A.M. Mr. Bannerman driving back

P.M.

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DIARY NOTES

DD/S

12 February 1968

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1. Director's Testimony--S-1035: Today the DDCI, Executive Director, J. [REDACTED] and DD/S briefed Charles Johnson and Bunn Bray, staff members of the House Civil Service and Post Office Committees concerning our fears regarding S-1035. The two officers seemed quite sympathetic to our position.

At the Executive Committee Meeting on 13 February the Director directed that his testimony for this purpose be prepared now. Mr. [REDACTED] assisted by a representative of either Personnel or Security, will start preparing the testimony. The paper should outline in the beginning our basic objections to the bill and our desire for complete exemption. It would then be followed by citing those provisions within our system for the protection of employees in the handling of sensitive records, appeal procedures, etc.

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2. Meeting with Mr. Wattles, Director of Personnel: Today Mr. Coffey and I met with Mr. Wattles to discuss his new look at the administration of the Office of Personnel. Mr. Wattles regarded his mission of appointment as an invitation to innovate and create a new approach to personnel management. He had a conservative approach to some of the things that he thought should be done. He pointed out a certain number of marginal personnel who were not producing and should eventually be moved. He pointed out the shortage of key personnel to manage and direct this program. After some discussion I pointed out certain actions I wished him as a matter of principle to take and I wanted him to again confer with me on the objectives his program was to accomplish. These are as follows: (a) The immediate selection of a Deputy for Operations; (b) Constituting senior deputies into a working, highly organized team approach; (c) Development of program interface in the Office of Personnel and sharing of knowledge of ongoing programs so that each is aware of what the other is doing; (d) Complete reorganization of the system of receiving requirements, the logging of these, the making these known to Mr. Wattles and his staff, the giving of direction by Mr. Wattles to his staff in carrying out these programs; (e) The immediate reporting of problems of interest to the front office and assuring follow-through and the resolution of these problems. In the selection of a Deputy for Operations I asked Mr. Wattles to review the entire DD/S for a person who can step in immediately and fill this job and make recommendations to me for this purpose.

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downgrading and
declassification

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LAST MONTH	1968 FEBRUARY 1968	NEXT MONTH
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Sat. - Sun. **10-11** February

A.M. Saturday Duty - Mr. [REDACTED] P.M.

25X1A

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MEMORANDA

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41 Sat., Feb. 10, 1968 325 42 Sun., Feb. 11, 1968 324

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DIARY NOTES

DD/S

9 February 1968

FY 1968 Property Procurement: In reference to the memorandum of 23 January 1968 from the Director of Logistics, I furnished a copy of this memorandum to John Clarke for his reading. He asked to retain the memorandum for further study within his office. Today I met with [REDACTED] 25X1A and John Clarke to discuss this problem at length and we felt that some improvement clearly was in order. It was agreed that representatives of Logistics and PPB would meet further and discuss this subject. Mr. Clarke had furnished a series of comments the substance of which I passed to Mr. [REDACTED]. There was some discussion of perhaps setting aside certain sums for categories of procurement which are absolutely necessary and should not be subject to the ups and downs of the procurement allotment. On 12 February [REDACTED] 25X1A called and asked that we defer any further meetings or discussions on this subject as he wished to present a proposal on this subject. I agreed to wait until Friday, 16 February for this presentation.

RLB:ksd

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Sat. - Sun.

3-4

February

A.M.

Saturday Duty - Mr. [REDACTED]

P.M.

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Wednesday

7

February

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P.M.

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MEMORANDA

Mr. Meloon - Jury Duty

- AL

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